

## STATE OF TEXAS

SLR 105  
Form SLR105C must  
accompany this form

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## Records Retention Schedule

2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10. TSLAC Only	
724		The University of Texas at El Paso		Office	Storage	Total	9. Remarks		
4. Records Series Item #	5. Dept. Series Item #	6. Record Series Title		7. Retention Period		8. Archival		10. TSLAC Only	
	ATH16	MEDICAL RECORDS.		AC+10		AC+10	AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.		
	ATH17	RECRUITMENT MATERIALS.		AC+10		AC+10	AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.		
	ATH18	MEDIA GUIDES FOR INDIVIDUAL SPORTS.		PM		PM			
	ATH19	SPORTS STATISTICS.		PM		PM			
1.1.067	AUD01	INSTITUTIONAL COMPLIANCE - ORIGINAL COMPLIANCE REPORT.		3 YRS		3 YRS			
1.1.002	AUD02	AUDITS - EXTERNAL AUDIT REPORTS.		AC+7		AC+7	AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.		
1.1.002	AUD03	AUDITS - INTERNAL AUDIT REPORTS.		AC+5	9 YRS	AC+14	AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.		

**Codes:**

AC=After Close AV= Administratively Valuable  
 CE=Calendar Yr End FE=Fiscal Yr End  
 LA=Life of Asset MO=Months  
 PM=Permanent US=Until Superseded

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1.1.002	AUD04	AUDITS - INTERNAL WORKING PAPERS.	AC+5	9 YRS	AC+14				
3.1.027	AUD13	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL).	AC+5		AC+5				
1.1.067	AUD14	REPORTS AND STUDIES - SPECIAL REQUEST PROJECTS.	5 YRS		5 YRS	I			
1.1.038	AUD15	CUSTOMER SURVEYS.	AC+3		AC+3	O			
	AUD26	ANNUAL REPORTS TO UT SYSTEM.	FE+4		FE+4	O			
1.1.002	AUD27	QUARTERLY INTERNAL AUDIT COMMITTEE BRIEFING BOOKS.	AC+7		AC+7				

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1.1.024	AUD28	INTERNAL AUDIT PLAN.	AC+3		AC+3	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.			
1.1.064	AUD29	EXTERNAL QUALITY ASSURANCE (PEER REVIEW).	FE+3		FE+3	PEER REVIEW REQUIRED BY IIA (INSTITUTE OF INTERNAL AUDITORS) STANDARDS.			
5.4	BIO27	CONTROLLED SUBSTANCE LOGS.	10 YRS		10 YRS				
5.4.007	BIO30	HAZARDOUS MATERIALS TRAINING RECORDS.	5 YRS		5 YRS	TEXAS HEALTH AND SAFETY CODE, 502.009(g).			
5.2	BIO31	BIOLOGICAL CENSUS RECORDS.	10 YRS		10 YRS				

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